



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 002-24

OPENING DATE: 01/02/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Highway Safety Assistant
PAY GRADE: NE4 (\$14.52/hr. - \$19.60/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Police Department
REPORTS TO: Highway Safety Sergeant/Program Manager
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: This position is under the direct supervision of the Highway Safety Sergeant (Program Manager). This position is responsible for maintaining a flex schedule to ensure that during mobilization data is collected and prepared for input and analysis. Responsible for contacting schools, officials, the community and setting up schedules for presentations, health fairs, and community awareness.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- This position has the duties and responsibilities of providing education and outreach to the community through presentations and awareness.
- Coordinates with the Highway Safety Sergeant on location and conditions of crash sites and DWI/DUI arrest sites to pin point problem areas.
- Will work closely with the Highway Safety Sergeant, Project Coordinator, and Highway Safety Officers.
- This position will have access to the law enforcement reporting database for statistical purposes.
- Type, proofread and process variety of statistical charts and graphs.

- Utilize computers and computer software to perform and complete tasks in Microsoft Office, Excel, Outlook, PowerPoint, Publisher, TraCS, and Farro software modules.
- Enter all traffic citation data, crash data, and DWI/DUI data into a database to track and analysis.
- Collaborate with tribal entities on traffic safety issues.
- Will create presentations utilizing the SIDNE, Fatal Vision Goggles, and Heatstroke message to present at schools, tribal and community events.
- Generates all reports with complete and appropriate data and other information as required by program within specified timeframes.
- Ability to work independently without constant supervision and able to make decisions using good judgement.
- Conduct community awareness and give presentations on highway safety topics and issues.
- In collaboration with the financial officer, prepares claims for reimbursement for submittal to the program.
- Understands and maintains the project agreement to ensure compliance with rules, regulations, and special emphases in an area that may be required.
- Ensure performance measures and/or requirements are understood and tracked by staff.
- Maintains confidentiality of all information.
- Will create and present school, tribal, and community presentations, assist Highway Safety Officers in Observational Seatbelt surveys.
- Responsible for planning, scheduling, and advertising public and community events on traffic safety awareness.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED.
- One year administrative with database management experience.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of research methodology, principles and procedures.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Records maintenance skills.
- Skill in the use of personal computers and related software applications.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in training others in data collection and analysis.
- Ability to communicate effectively, both orally and in writing.
- Ability to gather and analyze statistical data and generate reports.

- Ability to prepare research reports.
- Ability to speak publicly and give informative presentations.
- Ability to utilize statistical computer software.
- Ability to design and implement systems necessary to collect, maintain, and analyze data.
- Ability to monitor performance measures in the aggregate to establish internal benchmarks and compare to external benchmarks.
- Ability to communicate effectively, both orally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to gather and analyze statistical data and generate reports.
- Ability to maintain confidentiality.

PHYSICAL DEMANDS:

- Work involves a significant amount of sitting.
- Work involves talking, and hearing.
- Work involves using hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting and carrying items up to 50 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.
- Tight time constraints and multiple demands are common.
- Travel may be required.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.